

DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LEGAL COUNSEL DIVISION

Records Retention and Disposition Schedule

Departmental Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects a departmental name change from Department of Economic and Community Development to Department of Commerce. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated April 4, 1990. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

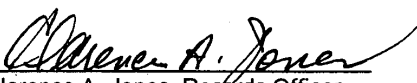
LEGAL COUNSEL DIVISION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

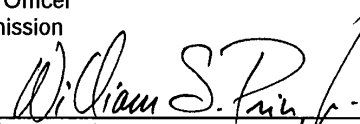
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Clarence A. Jones, Records Officer
Employment Security Commission


Ann Q. Duncan, Chairman
Employment Security Commission


William S. Price, Jr., Director
Division of Archives and History

APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

February 15, 1993

JH

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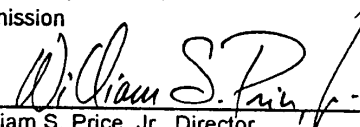
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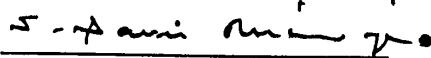
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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000.
Remaining items retain the
original date shown below.

**DEPARTMENT OF COMMERCE
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ITEM 444. UNEMPLOYMENT INSURANCE (UI) CLAIMS (CLOSED) FILE.

Records concerning UI claims by single claimants that resulted in legal proceedings. File includes or concerns claims, hearing transcripts, evidential data, appeals, and adjudications.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 6 months after case is closed. Records will be held for agency in the State Records Center 1 additional year and then destroyed.

ITEM 445. LABOR DISPUTE (CLOSED) FILE.

Records concerning unemployment insurance claims by multiple claimants that resulted in legal proceedings. File includes or concerns claims, hearing transcripts, evidential data, appeals, and adjudications.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 6 months after case is closed. Records will be held for agency in the State Records Center 1 additional year and then destroyed.

ITEM 446. TAX LIABILITY HEARINGS (CLOSED) FILE.

Records concerning legal proceedings involving employers contesting unemployment insurance taxes levied by the Employment Security Commission. File includes or concerns hearing transcripts, evidential data, appeals, and adjudications.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 6 months after case is closed. Records will be held for agency in the State Records Center 1 additional year and then destroyed.

ITEM 447. ACTIVE COURT (CLOSED) FILE.

Records concerning active court cases involving the Employment Security Commission. File includes evidential data, while types of litigation include Equal Employment Opportunity claims, contract disputes, and State Personnel claims.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 6 months after case is closed. Records will be held for agency in the State Records Center 1 additional year and then destroyed.

ITEM 14701. DEPARTMENT CORRESPONDENCE FILE.

Correspondence received from federal and state legislators concerning Employment Security Commission policies and actions. File includes copies of replies from Legal Counsel Division.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 14702. EMPLOYMENT SECURITY COMMISSION DECISIONS AND OPINIONS FILE.

Printed and bound copies of Employment Security Commission legal decisions and opinions. Information includes names of claimants, dates of decisions, nature of claims, and decisions by referees.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards. Retain one copy of microfilm in agency permanently and transfer one security copy of microfilm to the State Records Center for security storage. Destroy in office paper records after microfilm has been verified and quality control procedures completed.